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TO: **Income Maintenance Supervisors**
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Laura Saterfield
Child Care Section
Bureau of Workforce Investment
Division of Family Supports

DWS OPERATIONS MEMO					
No:	07-26				
DATE:	05/29/2007				
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other	EP	<input type="checkbox"/>	★
PRIORITY: HIGH					

SUBJECT: **Shaken Baby Syndrome Prevention – Prevent Violence Against Children**
Act 165 - Amendment

CROSS REFERENCE: Operations Memo 07-02

EFFECTIVE DATE: Immediately

PURPOSE

This memo will clarify backdating day care certification for new applicant when the applicant has not completed Shaken Baby Syndrome prevention training.

BACKGROUND

DWD 56.04(1)2 allows the agencies to back-date certification to the date of application, however, the SBS bill does not allow regulatory approval for children under age 5 years if the provider has not completed the required SBS training. This means that the SBS bill prevents a provider to care for children under age 5 years of age until the training has been completed.

Operations memo 07-02 explained the Shaken Baby Syndrome Prevention bill in detail, however, it did not include guidelines for the certifying agencies about situations when a new applicant has not completed the required training and is requesting the certificate to be back dated to the date of application.

POLICY CLARIFICATION

Agencies may back date the certificate to the date of application (up to 60 days), however, if the provider has not completed the SBS training, an age-restriction **must be** entered into CCPC to prevent authorizations for children under age 5 years of age. The certifying agency must make sure that the age-restriction is also printed onto the certificate of approval.

Example:

Mary applies for certification on March 1, 2007. On March 15th, she enrolls three subsidized children under the age 5 years. She completes the SBS training on April 15th and the certification process is complete on May 1, 2007. The certifying agency may back-date her certificate to March 1st, however, the agency **must** enter an age-restriction preventing authorizations for children under age 5 for the time period of 3/1/07—4/14/07. In this case, Mary would not be paid for the period when the age-restriction was in place. The payment may start after 4/15/07.

At this time, the age-restriction must be manually entered into CCPC, however, in July 2007, the system will automate the age-restrictions (similar to SIDS) when the SBS training details have not been entered.

The department encourages the certifying agencies to include this information to certification application packets so the applicants are aware of this training requirement.

CONTACTS

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★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DWD/DWS/BWP/CCS/PZ